5 FAH-4 H-320
OPENING AND CLOSING POSTS

(CT:RMH-9;   01-28-2010)
(Office of Origin: A/GIS/IPS)

5 FAH-4 H-321 POSTS RECORDS

(CT:RMH-9;   01-28-2010)

Posts records are a vital part of opening and closing posts. This subchapter implements the policy in 5 FAM 400, Records Management; provides basic procedures to posts on how to establish records when opening or reopening a post; and how to transfer records when closing a post.

5 FAH-4 H-322 OPENING POSTS *(CT:RMH-9;   01-28-2010)*

a. Posts that are opening or reopening must follow the procedures in this handbook and apply the appropriate Department of State Records Disposition Schedule (available on the OpenNet Records Management website) and the applicable TAGS in 5 FAH-3, TAGS/Terms Handbook for establishing records.

b. Posts may contact A/GIS/IPS/RA for assistance, as needed. When reopening, posts should contact A/GIS/IPS/RA-RSC for retrieval of any older records that have been retired that may be beneficial in reestablishing the post.

5 FAH-4 H-323 CLOSING POSTS

(CT:RMH-9;   01-28-2010)

a. Records of posts scheduled to be closed are to be transferred, retired, or destroyed in accordance with the guidelines listed in the following sections. When such records are transferred, retired, or destroyed, the post must notify the Department's Records Management Staff (A/GIS/IPS/RA) of any and all actions planned and taken. A/GIS/IPS/RA will provide guidance and assistance, as necessary.

b. The Records and Archives Management Division of the Office of

Information Programs and Services (A/GIS/IPS/RA) is the only authorized agent of the Department to donate records. Any office desiring to donate records must contact A/GIS/IPS/RA and follow the procedures in 5 FAH-4 H-317.

5 FAH-4 H-323.1 Program Files

(CT:RMH-9;   01-28-2010)

a. Retire permanent records that include front office subject and chronological files and political and economic subject files, unless they are needed for incorporation into the files of another post for continuity.

b. Transfer those records needed by another post as a result of a transfer of functions.

c. Retire or destroy all other records in accordance with the Department's Records Disposition Schedule (available on the OpenNet Records Management website).

5 FAH-4 H-323.2 Chronological Files

(CT:RMH-9;   01-28-2010)

Transfer the current pertinent chronological files to the post absorbing any functions and destroy the remainder. Retire front office chronological files with the program files.

5 FAH-4 H-323.3 Personnel Records

(CT:RMH-9;   01-28-2010)

Retire official personnel folders of Foreign Service nationals to the Office of Personnel, Records Management Division (HR/EX/ADM/RIM), Department of State, Washington, DC 20520-1609.

5 FAH-4 H-324 THROUGH H-329 UNASSIGNED